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**Transportation**

**PASSENGER MOVEMENT**

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This instruction establishes procedures for official movement of passengers for the 934th Airlift Wing (AW). It implements AFD 24-1, *Personnel Movement* and references DoD 4500.9-R, *Defense Transportation Regulation Part I Passenger Movement* and AFI 24-101, *Passenger Movement*. This instruction directs the maintenance of records subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation by, and E.O. 9397. System of records notice FO 76 AMC A, *Passenger Reservation and Management System*, applies.

**SUMMARY OF REVISIONS**

This revision updates the type of credit card permitted for official travel. A bar ( | ) indicates revisions from the previous edition.

**1. Traffic Management Office (TMO) Responsibilities and Procedures:**

- 1.1. Responsible for meeting official travelers' requirements, including reservations and tickets.
- 1.2. Acts on travel and transportation matters.
- 1.3. Functional point of contract with Commercial Travel Office (CTO) and transportation companies.
- 1.4. Arranges economical transportation for DoD travelers.
- 1.5. Ensures that CTOs provide services under their contract.
- 1.6. Gets port calls and gives information to all parties.
- 1.7. Transportation Office (TO)/TMO is the authorizing official for replacement of lost or stolen tickets.

1.8. Ensures CTO arranges the most cost effective vehicle rentals for Joint Federal Travel Regulation/ Joint Travel Regulation (JFTR/JTR) travel.

1.9. Group Movements (21 or more): TMOs have the authority to route any size group that does not require a planeload charter in accordance with the policy of the DoD component concerned.

## **2. Air Force Travelers Responsibilities and Procedures:**

2.1. Request shall be submitted in letter form or email (to include name, rank, ssn, date of departure and date of arrival) to the TMO at least 72 hours prior to the proposed departure.

2.2. Advise TMO of any changes to movements in scheduled service as soon as possible, but not later than two days prior to scheduled flight departure time.

2.3. International travel including Alaska and Hawaii and Group movement (21 or more) must go through TMO for reservation.

2.4. CONUS reservation will be provided by CTO (OMEGA).

2.5. Provide travel orders when required to TMO.

2.6. Use the routings, tickets and accommodations given to them by the CTO/TMO.

2.7. Ticket changes are not authorized unless mission directed or approved by TO/TMO.

2.8. Comply with instructions from personnel offices, TMO and the AMC terminal as applicable.

2.9. The Bank of America base card must be utilized for official travel.

2.10. Get all transportation documents from the CTO/TMO.

2.11. Turn in all unused tickets to TMO and all gifts and gratuities to financial services office.

2.12. Fill out and sign all documents, certificates, and statements when personnel or TMO asks.

2.13. Ask for circuitous travel or other special authorization well in advance of travel to ensure proper service.

2.14. Traveling attire that satisfies Air Force, DoD 4500.54-G, *Department of Defense Foreign Clearance Guide* requirements.

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Commander